

PROMOTION
PRF #

PSY-7742

PERSONNEL REQUISITION FORM
PROMOTION

HHC Ref #:
IRC Approved: Yes ☐ No ☒
Outcome Date:

A Reimb Code: bt06 Position Budgeted: ☒ Budgeted Salary: 0 Funding Required:
Funded By: General Care (00) Mental Health (MH) Grant (GR) ☒ Grant Name: Forensic Psychiatry Court Clinic- Manhat

☒ Promotion Increase Change in Hours (Part Time to Full Time) Hourly Worker Conversion

B1 - CURRENT STATUS B2 - MODIFIED STATUS
Full Time Part Time

Division: Grants
Cost Group: Psychiatry Grants
Cost Center: 1211
Cost Center Name: Prison Psychiatry
JOB #: B05328 b05012 Line #:
Position Title: PHYSICIAN SPECIALIST Lm 3
Title Code: 005300-3 Curr Salary: 173,777 FT
Incumbent Name: Steven Ciric

Division: Grants
Cost Group: Psychiatry Grants
Cost Center: 6856
Cost Center Name: Forensic Psych Clinic/ Manh
JOB #: B05328 b05012 Line #:
Position Title: PHYSICIAN SPECIALIST Lm 4
Title Code: 005300-4
Proposed Salary: 183,709 146,967.70 Hrs/Week: 32
Increase %: 0% Increase \$: 9,932 CS Code:

TO BE COMPLETED BY HUMAN RESOURCE

Employee Name: Ciric, Steven

DOB: [REDACTED]

Effective Date: 4/18/2011

Address: [REDACTED]

Employee SS#: [REDACTED]

Gender: M ☒ F ☐

Marital Status: S ☐ M ☒ W ☐ D/Sep ☐

Starting Salary: \$146,967.70

Differential: L-2966

Exempt ☐ Provisional ☐ Competitive ☐ Non-Competitive ☒

Date Posted:

Dist Code: BT01

Remarks: Central Office Approved

AUTHORIZATION SIGNATURES

COST GROUP MANAGER

DATE

DIVISION MANAGER

DATE

BUDGET MANAGER

DATE

PERSONNEL OFFICER

DATE

CONTACT PERSON (Please Print):

Telephone No:

RESUBMISSION

SIGNATURE

DATE

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PROMOTIONS JUSTIFICATION

PRF#: PSY-7742

1 How long has the employee been in their current title?

Dr. Ciric has been in his current title as Attending Physician since July 10, 2001.

2 What are the current responsibilities?

As Bellevue Hospital Forensic Psychiatry Service Inpatient Attending Physician his current responsibilities are:

- Evaluated and treated patients referred to acute care correctional inpatient service by the New York City Department of Correction and New York City Police Department. Performed admission assessments, generated comprehensive treatment plans, and led multidisciplinary treatment team.
- Conducted daily reassessment, psychotherapeutic and psychopharmacological treatment of a caseload of patients.
- Interviewed collateral informants, reviewed collateral records and documentation, and maintained communication with patients' family, outpatient providers, and attorney, as appropriate.
- Coordinated medical care needs with internal medicine and medical specialty consultants.
- Drafted psychiatric summaries and discharge documentation.
- Conducted court-ordered examinations of fitness to stand trial.
- Participated in quality improvement reviews and other unit management activities, as directed by Unit Chief or Division Director.

3 What are the new responsibilities that are being added?

His new responsibilities will include:

- Direct administration of services provided by the Clinic; Monitors, supervises and fosters the provision of mental health reports to the Court and Department of Probation
- Provide liaison and act as representative of Clinic to other agencies in the Forensic Mental Health Services network; Establish new and maintain existing contacts with mental health and criminal justice programs, resources and services
- Performs forensic psychiatric examinations
- Provides training several times yearly to newly appointed Judges in New York County Criminal & Supreme Courts regarding the Clinic, its function and the referral process
- Participates in long range and short term planning for the Clinic
- Leads monthly clinical staff meetings
- Quality assurance in reviewing procedures for evaluation of defendants, reports to the courts, and administrative support processes.
- Working together with the Administrative Director to develop and modify Policies and Procedures to provide for efficient and productive operations.
- Providing clinical oversight, orientation, training and supervision of clinical staff, including psychiatrists, psychologists, social workers and residents

4 Why are the new responsibilities being added at this time?

The new responsibilities are being added now because productivity has decreased at the Forensic Court Clinic with the loss of a full-time Psychologist, a part-time Assistant Medical Director, and a part-time Medical Director. The staff see approximately 1,200 to 1,400 criminal defendants annually. Funding for increase will come from the Forensic Court Clinic budgeted vacancy.

5 How are these new responsibilities being handled now and by whom?

There is no one in this role presently. Previous incumbent resigned during last fiscal year, and has not yet been replaced.

6	Why are these reviews needed?
	Presently, lack of a Mexican laborator has lead to inconsistencies, low morale and decreased productivity.

D000436

Bellevue Hospital/NYU School of Medicine

JOINT OVERSIGHT COMMITTEE Personnel Request Form

☐ Returned for More Information on ----/---/---NO ACTION WILL BE TAKEN UNTIL APPROVAL RECEIVED FROM JOC
(and VCB/HHC as applicable)

Date: 8/2/2010	<input type="checkbox"/> Name Of Facility NYU	Division/Dept/Grant: Forensic Service	
Division Chief:		Service Chief: Mary Anne Badaracco, M.D.	
Tel:	Email:	Tel: 212-562-4601	Email: mary.badaracco@nyumc.org
Facility Administrator: Ann-Marie Foster	Tel: e-mail: Ann-marie.foster@bellevue.nychhc.org	Affiliate Administrator: Betty Slavicek, MPA	Tel: 212-263-7628 e-mail: slavib01@nyumc.org
Title of Position: Director, Manhattan Court Clinic		Candidate Name (If available): Steven Ciric, MD/ Myles Schneider, MD	
<input type="checkbox"/> New Line	Recommended Salary:	Payroll (check one): <input type="checkbox"/> Facility <input type="checkbox"/> Affil	FTE:
Date Line Needed -	<input type="checkbox"/> Attending	<input type="checkbox"/> Midlevel (Title):	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Replacement	Who will this Line Replace?		Last Day Of Work
Date Line Needed	Former Salary:	Payroll (check one): <input type="checkbox"/> Facility <input type="checkbox"/> Affil	Former FTE:
	New Salary:	Payroll (check one): <input type="checkbox"/> Facility <input type="checkbox"/> Affil	New FTE:
	<input type="checkbox"/> Attending	<input type="checkbox"/> Midlevel (Title):	<input type="checkbox"/> Other (specify)
<input checked="" type="checkbox"/> Other Modifications:	Please Describe: (If Additional room Required Attach as a Separate Sheet)		
	Redistribute approved salary for the replacement of Dr. Rosner		
Date Modification Needed: 8/29/2010	Salary: \$174,000	Payroll (check one): <input type="checkbox"/> Facility <input checked="" type="checkbox"/> Affil	FTE: 1.0
General Description of Request: (Please complete for all positions) (See Questions on Sheet 2)			
<ul style="list-style-type: none"> Request for a redistribution of the approved salary for Dr. Rosner's replacement. Dr. Ciric will transfer to the Manhattan Court Clinic at 0.8 FTE for a salary of \$152,000 (based on full-time salary of \$190,000). Request that Dr. Schneider increase his hours by 5 hrs from 0.78 FTE to 0.9 FTE. His salary would increase from \$142,196 to \$164,072. The total cost of this request is \$152,000 + \$21,876 = \$173,876, which is budget neutral since the approved salary for Dr. Rosner's replacement was \$174,000. 			
How will this Line be Supported?			
<input type="checkbox"/> Grant (Approved grant budget must be attached)		<input type="checkbox"/> Workload Supported	
<input checked="" type="checkbox"/> Fixed MD/PA/NP, etc.		<input type="checkbox"/> Other Fixed (tech/clerical/management, etc.)	

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